

What is DOE Employee Self Service (ESS)?

DOE Employee Self Service is an automated web-based system that enables DOE Federal employees to use the Internet to view and/or update personal, payroll and training information.

Who has access to this information?

Each DOE Federal employee can access his/her own information.

Why use DOE Employee Self Service?

- Saves time by eliminating the need to submit hard-copy forms and/or request information from your servicing Human Resource (HR) office or Payroll.
- It's convenient. It allows you to get information when you need it.
- Provides up-to-date information obtained from the Corporate Human Resource Information System (CHRIS) and payroll databases.



What can I do in DOE Employee Self Service?

View your payroll, personal, and training information:

- Leave and Earnings Statement
- Employment and service information
- Personal Benefits Statement
- Available, scheduled and completed training
- W-2 Statements

Update personal and payroll information online:

- Education/Licenses/Certifications
- Emergency Contacts
- Direct Deposit/Voluntary Allotments
- Disability Status/Race and National Origin Data
- Federal and State Taxes
- Federal Health Benefits
- Home Address
- Leave Requests and Certification
- Locator Information
- Thrift Savings Plan/ TSP Catchup
- Savings Bonds
- Transportation Subsidy (SEET)
- Travel Remittance Information

Complete and submit development information online:

- Individual Development Plan
- Skills Self-Assessment
- Competencies (TQP/PMCDP)

How do I get access to DOE Employee Self Service?

Access the website following the steps below:

- Step 1:* Using your Internet browser, go to the ESS web address: ***<https://mis.doe.gov/ess>***
- Step 2:* At the ESS Homepage, click on “Get/Forgot Password”
- Step 3:* At the “Request a Password” screen, type your last name and SSN or CHRIS employee ID.
- Step 4:* Follow the instructions provided on the next screens and select/accept the “destination delivery” when displayed.

After you receive your password, you're ready to go!

Can I change my password?

Yes. After you receive a password, change it by choosing the “Change your Password” option on the DOE Employee Self Service welcome page and safeguard it against unauthorized access and use. Follow the “Rules of Behavior” guidelines for changing your password.

What if I forget my password?

Go to the “Get/Forgot Password” option on the ESS homepage and request another password. The new password will replace the old one.

How secure is the system?

The required use of encryption software and the unique combination of your CHRIS employee ID or username and your password helps to ensure that your personal information is protected.

What are the system requirements?

- Personal computer with Internet access.
- Microsoft Internet Explorer 5.0 (or higher), Netscape Navigator 7.0 (or higher), Firefox 1.0 (or higher).
- A browser supporting 128-bit Secure Socket Layer encryption (US version).

When is DOE Employee Self Service available?

DOE Employee Self Service is accessible 24 hours a day, 7 days a week, except from 7:30 p.m. to midnight EST on Sundays due to database backups and maintenance.

How often is my information updated?

- The Leave and Earnings Statement is posted to the web site every other Friday, prior to payday.
- Employment, benefits, and personal data are updated in ESS the day after a personnel action or transaction is processed by the HR or Payroll Office.
- Education, licenses, and emergency contact transactions that you enter in ESS are updated in CHRIS the next day.
- Payroll transactions (taxes, direct deposit, home address and allotments) are processed through DOE's payroll provider, DFAS, which take 3-10 business days to update payroll information.
- The Personal Benefits Statement is updated annually.

What if I have specific questions about my information that appears in DOE Employee Self Service?

Questions concerning specific personnel and payroll information should be directed to your servicing HR or Payroll office. For questions about your training information, contact your Training Coordinator.

Is there assistance available when using DOE Employee Self Service?

You can call the DOE Employee Self Service Help Desk at **301-903-0605 or 240-404-7841**, Monday through Friday between 7:30 a.m. and 4:00 p.m. EST. At other times, leave a message and the Help Desk will return your call. You can also send an email to the Help Desk at ESSSupport@hq.doe.gov at any time.



Where can I find other HR information?

At the CHRIS home page (<http://chris.doe.gov>), you will find useful information, forms, and various links to interesting web sites. Available to you are:

- Information on Health Benefits, Thrift Savings Plan and Social Security.
- Calculators for computing interest on savings bonds, estimating retirement annuity, and computing federal tax withholding amounts.
- Holidays and DOE pay date schedule.

DOE Employee Self Service

(<https://mis.doe.gov/ess>)

U.S. Department of Energy
Employee Self Service



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Corporate Human Resource
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